Creating a Travel Authorization in the Travel Hub

A Travel Authorization, or TRAUTH, is a formal request to travel. Per policy, authorization for all out-of-state travel must be requested in advance.

Travel Authorizations are automatically routed for approval as follows:

Traveler > Travel Reviewer > Supervisor > (Optional Level 2 Approver)

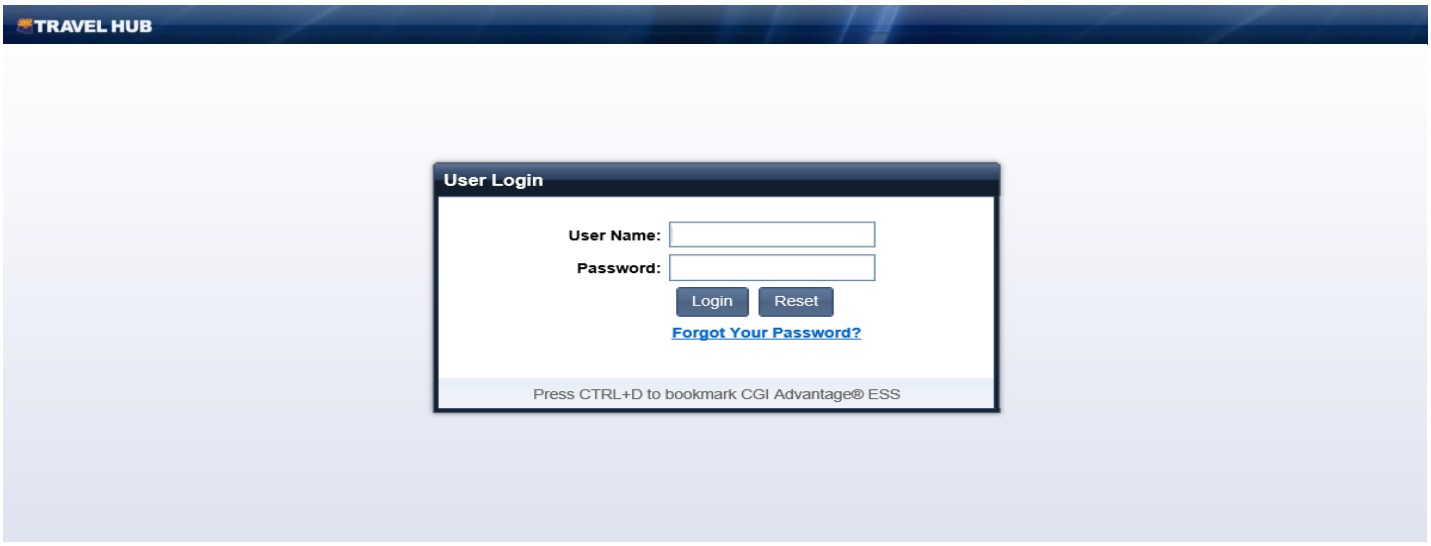
In some circumstances, the Authorization may also be routed to the Agency Head or to the General Accounting Office. See the Travel section of the State of Arizona Accounting Manual for more information.

It is critical that Authorizations be submitted well in advance of planned travel in order to allow for the necessary approvals.

It is important to remember that although the Travel Hub refers to certain types of expenses as "Per Diem," the State of Arizona does not use per diem reimbursement. The State of Arizona requires that expenses be actual amounts up to a maximum allowable reimbursement. The Per Diem amount that you see on the Per Diem screen is the maximum allowable reimbursement for that day's lodging expenses. You will enter the actual expense.

Procedure: Creating a new Travel Authorization

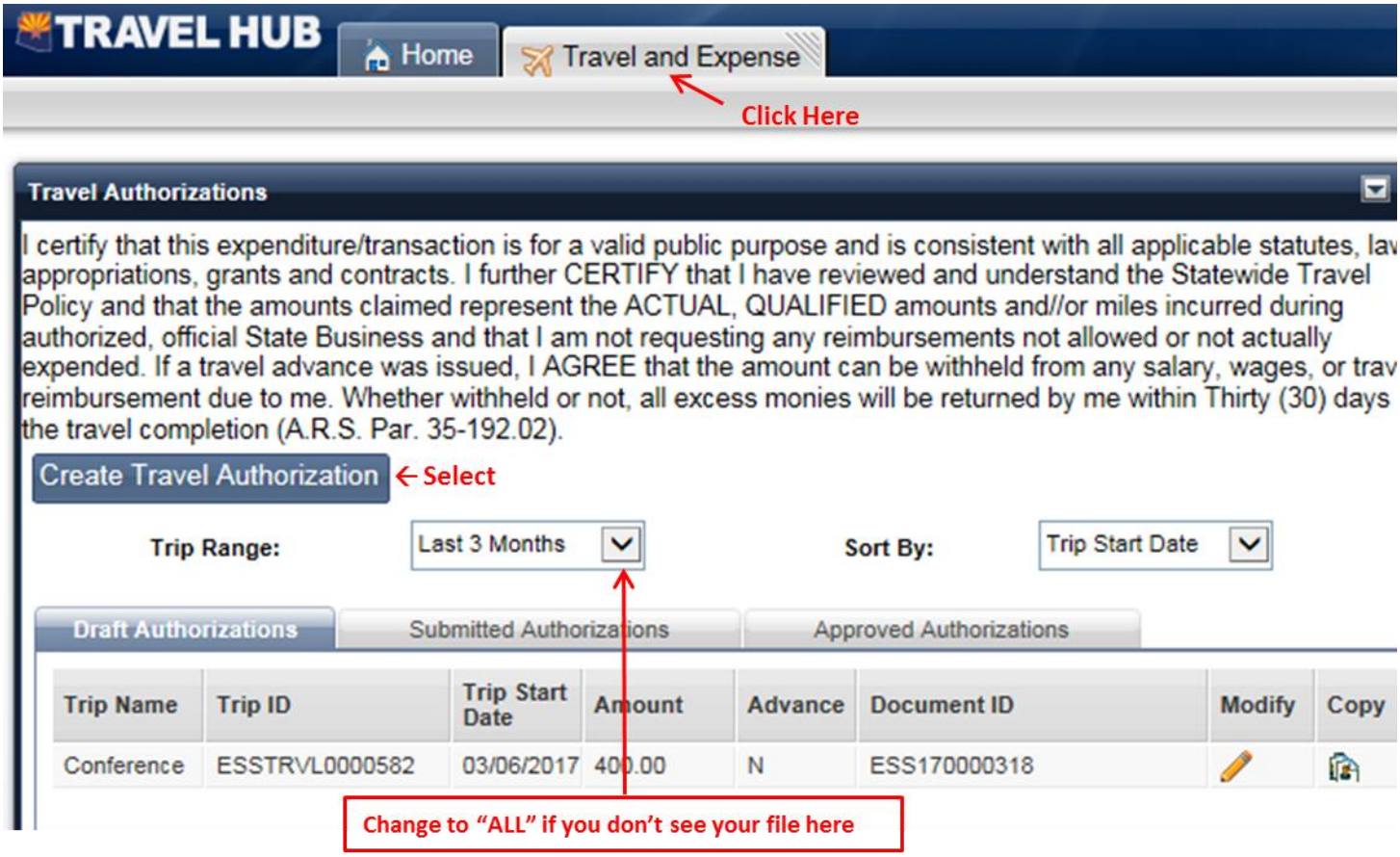
A. **Log in** to the Travel Hub



Creating a Travel Authorization in the Travel Hub

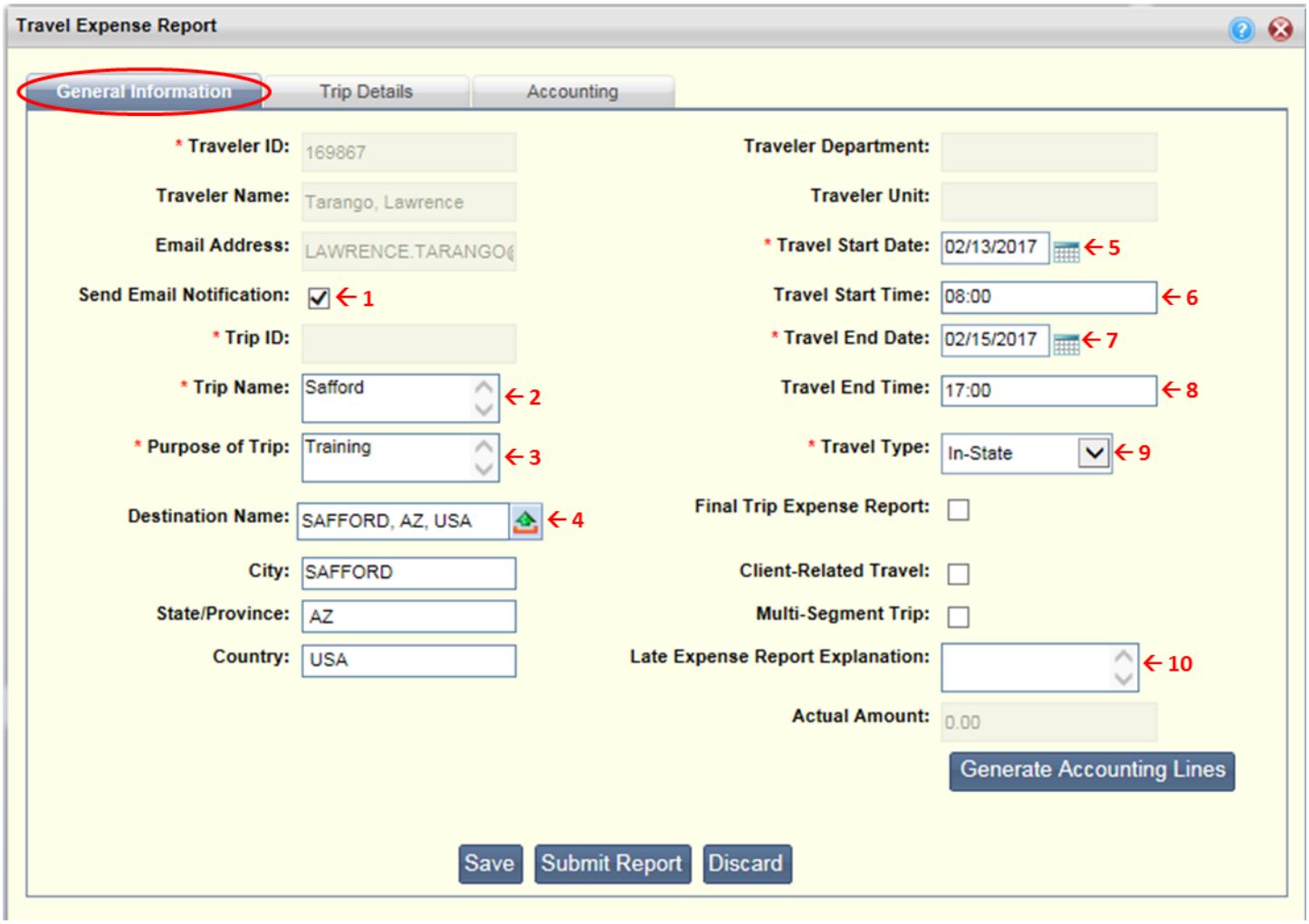
B. **Click** on the *Travel and Expense* tab.

C. **Click** the *Create Travel Authorization* button.



Creating a Travel Authorization in the Travel Hub

D. Enter the following in the General Information Tag:

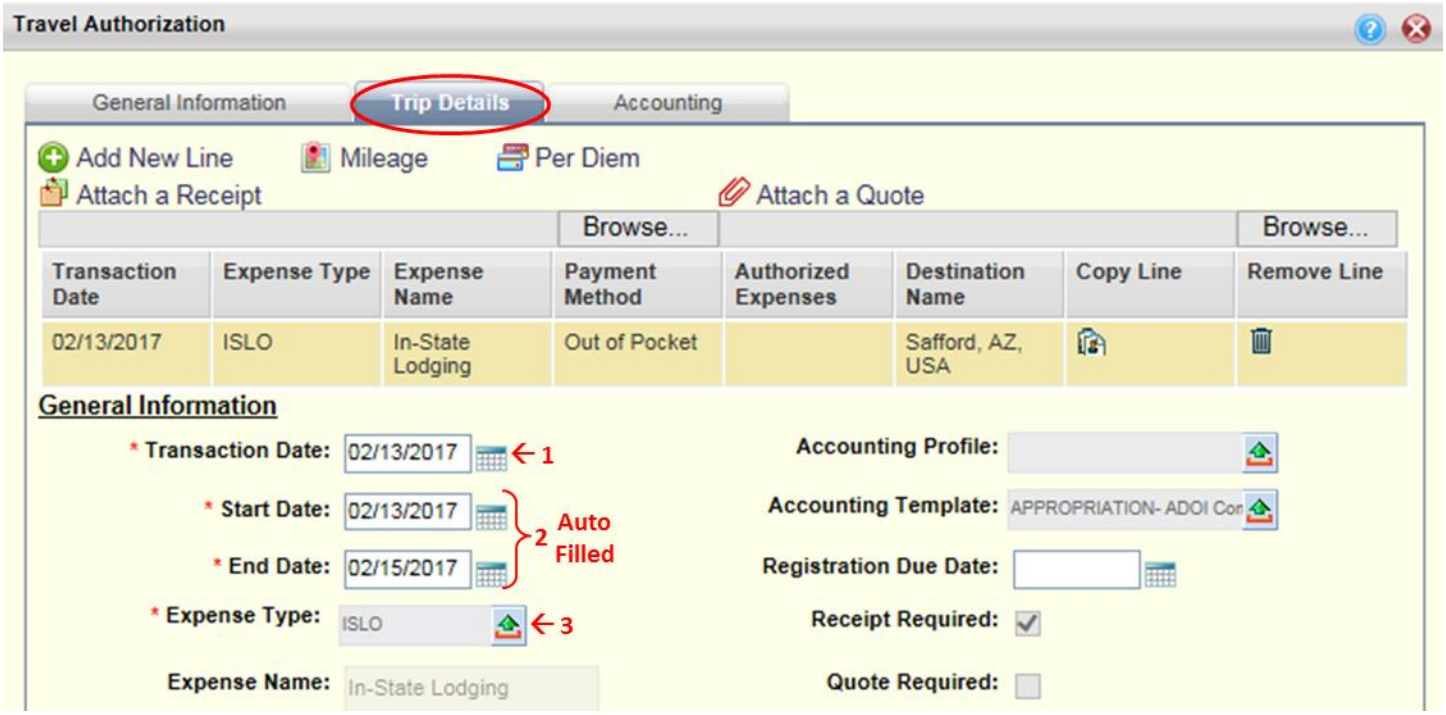


1. If you would like to receive an email notification, **click** the *Send Email Notification* box. The email will be sent to the email address displayed in the Email Address field directly above the box. This email address is pulled from your personnel record and cannot be changed here. If the address is incorrect, please update your contact information in YES or contact your supervisor to have it changed in HRIS.
2. *Trip Name***.** Enter a name that is unique to the trip and will be clear to someone reviewing the authorization.
3. *Purpose of Trip*. Describe the purpose of the trip so that it will be clear to someone reviewing the authorization.
4. *Destination Name*. Select the city you will be traveling to. You can start typing the city, which will display a listing of matching cities, or use the pick list to search for and select the city. The City, State and Country will fill in based upon your selection.
5. *Travel Start Date.* Use the date picker to select the first day of the trip.
6. *Travel Start Time*. Enter the start time of the trip using military time (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
7. *Travel End Date.* Use the date picker to select the first day of the trip.
8. *Travel End Time*. Enter the end time of the trip using military time. (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
9. *Travel Type*. Select the type of travel (in-state, out-of-state, both in and out of state, or international)

10. *Late Expense Report Explanation*: Required only if submitting a late Expense report as defined in SAAM.

E. **Click** *Save*

F. **Click** the Trip *Details* Tab



G. **Click** the *Trip Details* tab. The Travel Hub provides blank detail lines to get started with whenever you first enter a Trip Details screen. Enter the following information.

1. *Transaction Date***.** Use the date picker to select the first day of the trip.
2. *Start* and *End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
   - Start Date and End Date will automatically fill from the General Information Tab Entry.
3. *Expense Type.* Select the type of expense (see the Expense Type Reference.) Additional fields to be completed will depend upon the type of expense selected. Here, we will focus on entering the most common expense types for Travel Authorizations, which consist of Airfare, Lodging, Conference Lodging, and Meals. **PLEASE NOTE: YOU MUST CLICK "ADD A NEW LINE" FOR EVERY EXPENSE TYPE ADDED.**

   - Entering Airfare in a Travel Document
   - Entering Lodging in a Travel Document
   - Entering Meals in a Travel Document

	Expense Type	Name
Select	CHLD	DCS - Child Travel Exp
Select	IEDM	In-State Extended Day Meal
Select	ISCC	In-State Common Carrier
Select	ISCL	In State Conference Lodging
Select	ISDM	In-State Same Day Meal
Select	ISLO	In-State Lodging
Select	ISLT	In-State Lodging Taxes
Select	ISME	In-State Misc Expenses
Select	ISNM	In-State Meals - Nontaxable
Select	MILE	Private Vehicle Mileage

Cancel First Previous Next Last

	Expense Type	Name
Select	OCAF	Out-of-Country Airfare
Select	OCCR	Out-of-Country Car Rental
Select	OCLO	Out-of-Country Lodging
Select	OCNM	Out-of-Country Meals - Nontaxable
Select	OCTM	Out-of-Country Meals - Taxable
Select	OSAF	Out-of-State Airfare
Select	OSCL	Out-of-State Conference Lodging
Select	OSCR	Out-of-State Car Rental
Select	OSLO	Out-of-State Non-Conf Lodging
Select	OSLT	Out-of-State Lodging Taxes

Cancel First Previous Next Last

*example Expense Type selection pick list

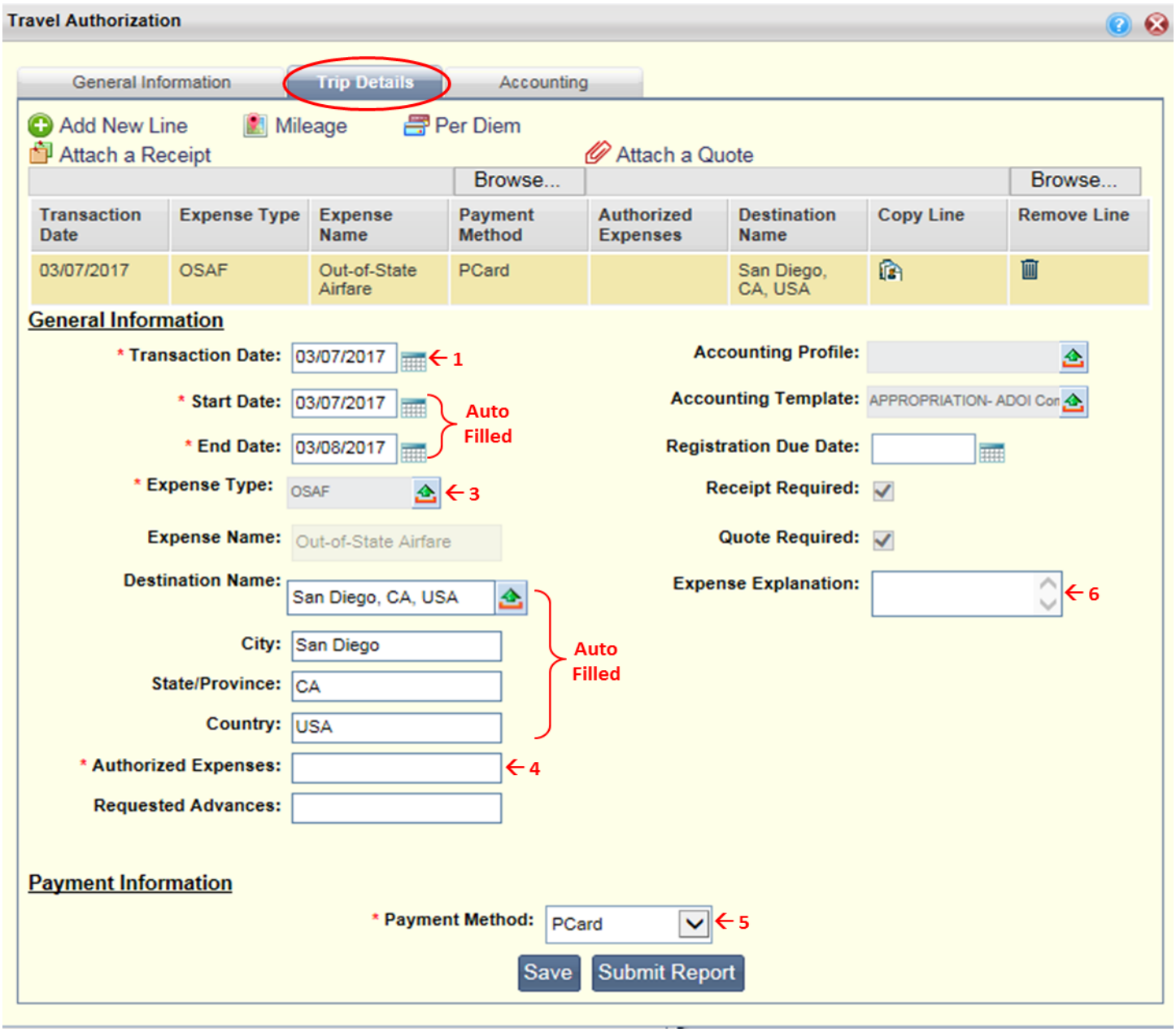
Creating a Travel Authorization in the Travel Hub

Entering Airfare, Lodging, Meals and Mileage Expense Types:

Procedure: Entering Airfare or other Common Carrier Charges

Airfare Expenses are added at the Trip Details screen. The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as on the Per Diem and mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the "starter" line you can begin adding lines for additional detail.

H. You are at the Trip Details screen.

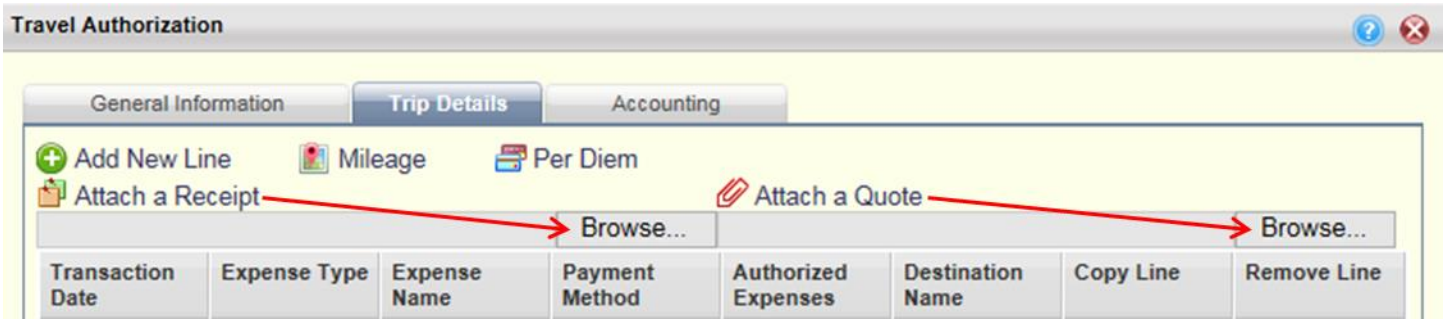


I. If using the "starter" line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.

J. Enter the expense information

1. *Transaction Date*. Use the date picker to select the first day of the trip.
2. *Start* and *End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
3. *Expense Type*. Select the appropriate airfare or common carrier expense type. *For example:*
   - OSAF – Out-of-State-Airfare
   - OCAF – Out of Country Airfare
4. *Authorized Expenses*. This field is only entered when creating a Travel Authorization. Enter the anticipated airfare or other common carrier charge.
5. *Payment Method*. Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be PCard (CTA). Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). **Note: the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay**.
6. *Expense Explanation*. Enter the expense explanation, including the Start and End times of the travel. If you have selected an Airfare expense type, also include the name of the airline.

K. **Attach** the Quote: To attach a Quote or Receipt you would click the Browse button underneath the Quote line in the Trip Details Tab. See below:



L. **Click** *Save*.

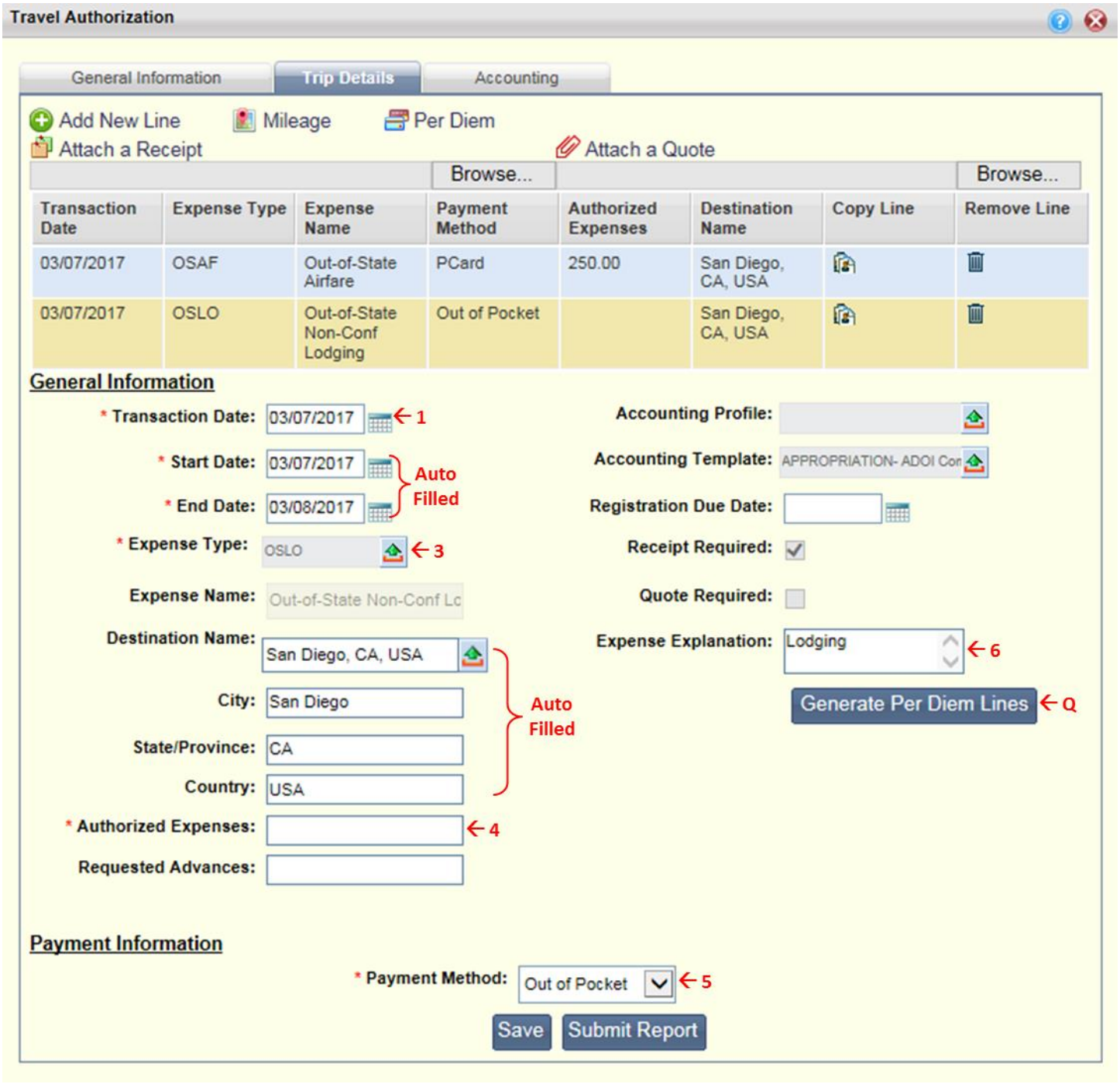
Procedure: Entering Standard Lodging

Lodging is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the *Generate Per Diem Lines* button to create each day of lodging detail based upon the start and end dates of the lodging expense. This Per Diem information will also need to be completed.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and mileage screens. Use this "starter" line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the "starter" line you can begin adding lines for additional detail.

M. You are at the Trip Details screen.

Creating a Travel Authorization in the Travel Hub



N. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

O. **Enter** the trip detail information

1. *Transaction Date***.** Use the date picker to select the first day of the trip.
2. *Start* and *End* dates. These are the Start and End of the trip. Verify that these dates match what the dates on the home screen. If lodging will not be necessary for all trip dates, these dates can be changed to reflect the correct dates lodging expenses will be incurred.
3. *Expense Type*. Select the lodging expense type appropriate for your trip.

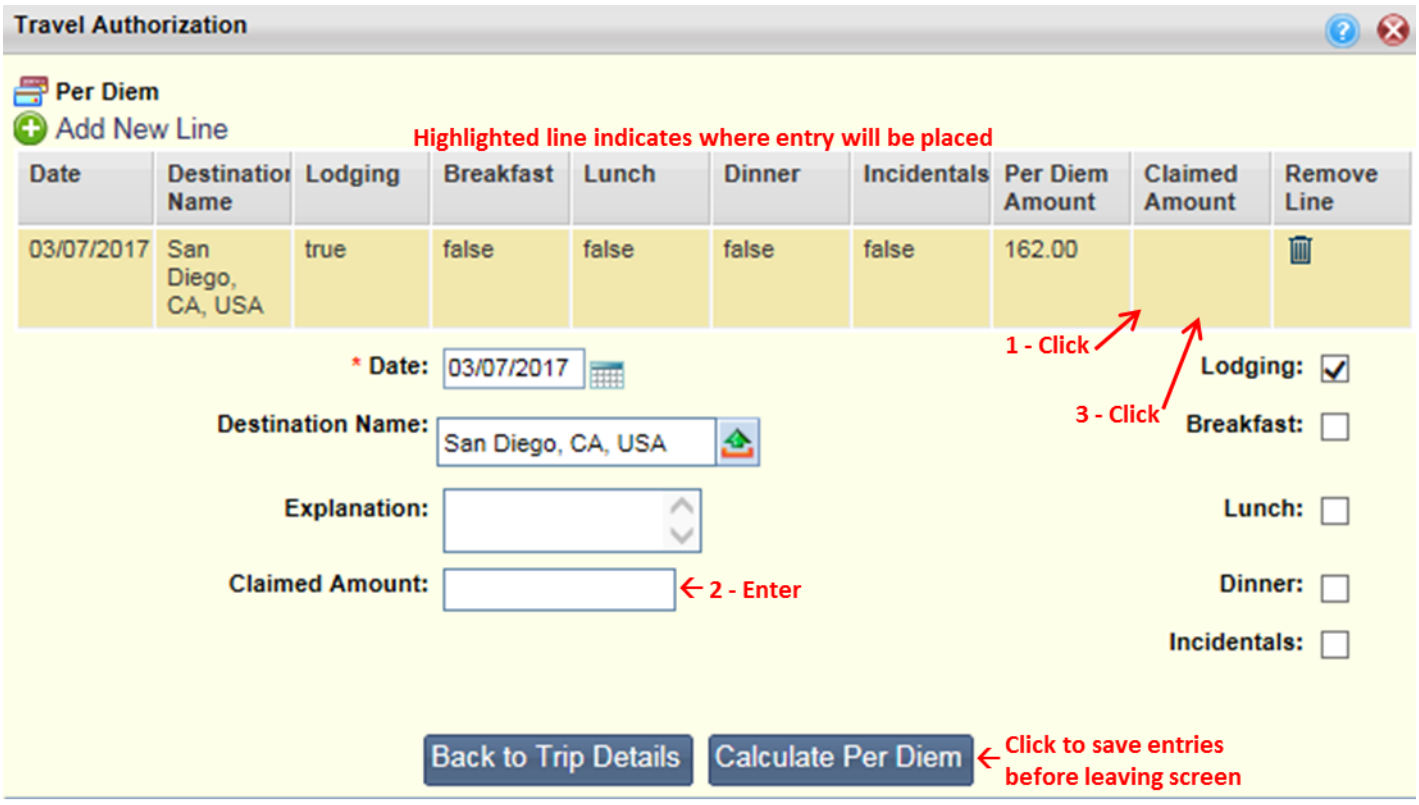
- OSLO – Out-of-State Non-Conf Lodging
- OCLO – Out-of-Country Lodging
- ISLO – In-state Non-Conf Lodging

4. *Authorized Expenses*. This field will automatically populate when the fields on the Per Diem screen have been completed and saved.
5. *Payment Method*. Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you are staying.

P. **Click** *Save*.

Q. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

R. **Select** the line you wish to work with.



S. **Complete** the per diem information for each line.

1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.

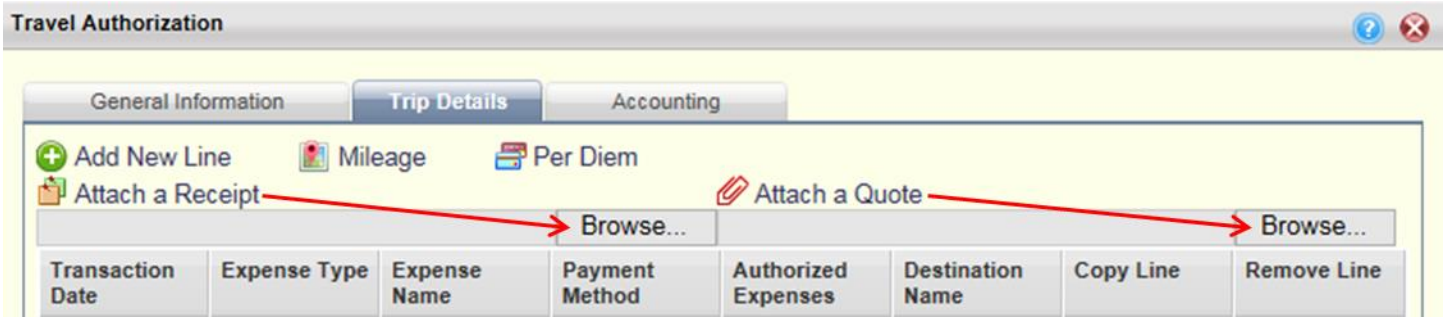
2. *Claimed Amount.* Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

T. **Repeat** Step S for each lodging line. When all lines are complete, proceed to Step U.

U. **Click** *Calculate Per Diem* to save the entry.

V. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document, if the Expense Report was created from a completed Travel Authorization.

W. **Attach** the Quote or Receipt. To attach a Quote or Receipt, click the Browse button underneath Attach a Quote line in the Trip Details Tab. See below:



X. **Click** *Save*.

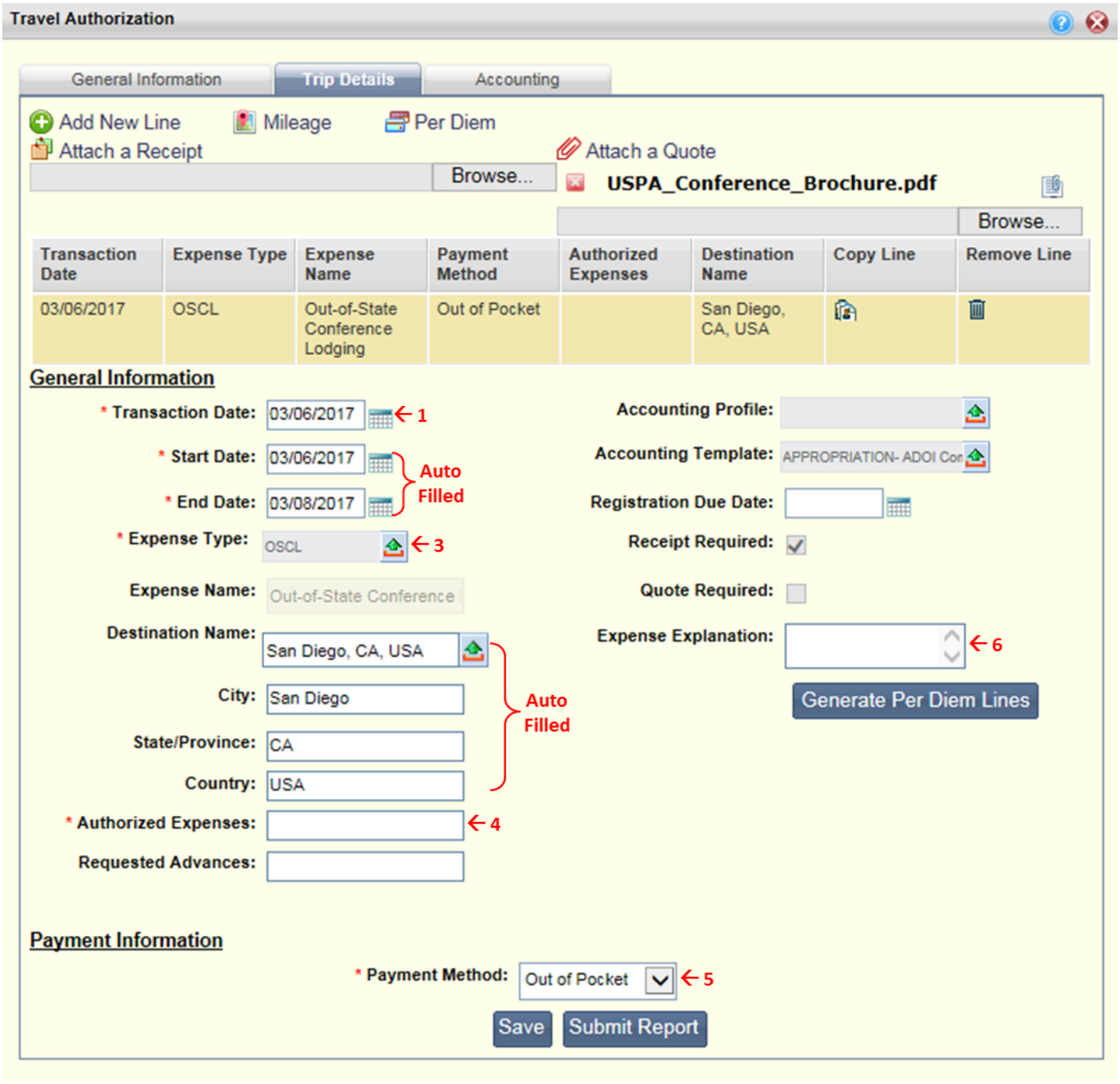
Procedure: Entering Conference Lodging

Conference lodging is its own expense type and is handled differently than standard lodging. For example, conference lodging goes through an additional approval process, the conference brochure must be attached to the Travel Authorization and to the Expense Report, and the travel document must indicate whether the lodging being requested/claimed is equal to/below or above the single-occupancy conference brochure rate.

For conference lodging, the Travel Reviewer must complete an additional step in AFIS. The Travel Reviewer must fill in one of two fields: either Claimed amount is less/equal to Brochure" or Claimed amount is greater than brochure," as appropriate for the lodging costs which is located on the Header Page and the Extended Description Tab. Additional approvals are triggered from the entries in the fields.

Creating a Travel Authorization in the Travel Hub

A. You are at the Trip Details screen.



B. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

1. *Transaction Date***.** Use the date picker to select the first day of the trip.

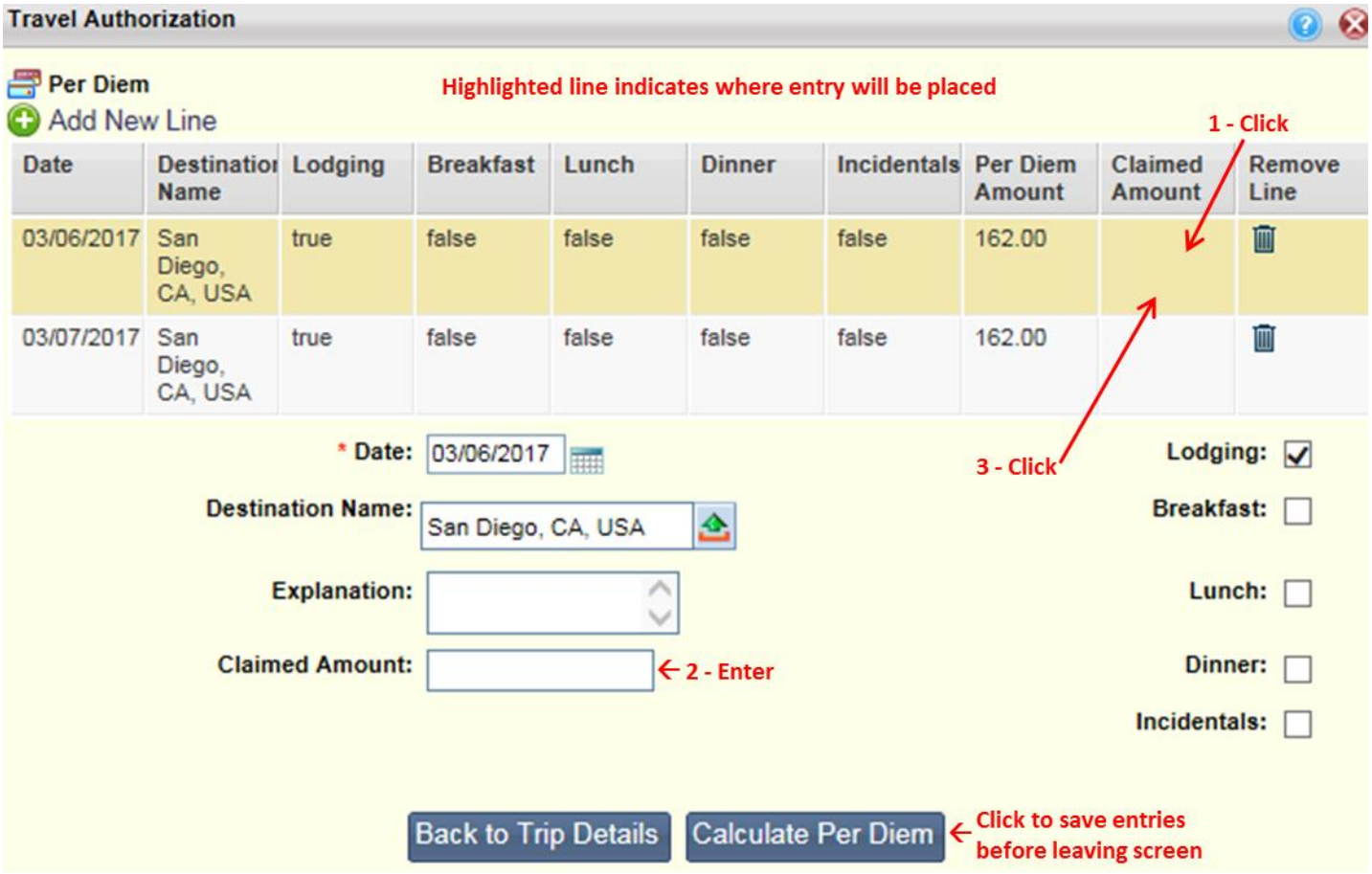
2. *Start* and *End* date dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen. If you will not require conference lodging for all dates of the trip, adjust the dates accordingly.
3. *Expense Type*. Select the lodging taxes expense type appropriate for your trip. For example:
   - ISCL – In-State Conference Lodging
   - OSCL - Out-of-State Conference Lodging
   - OCCL – Out-of-Country Conference Lodging
4. *Authorized Expenses*. When creating a Travel Authorization, this field will automatically populate when the Per Diem amounts completed and saved on the Per Diem screen.
5. *Payment Method*. Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the lodging quote for conference lodging purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you are staying.

D. **Click** *Save*.

E. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

F. **Select** the line you wish to work with.

Creating a Travel Authorization in the Travel Hub



G. **Complete** the per diem information for each line.

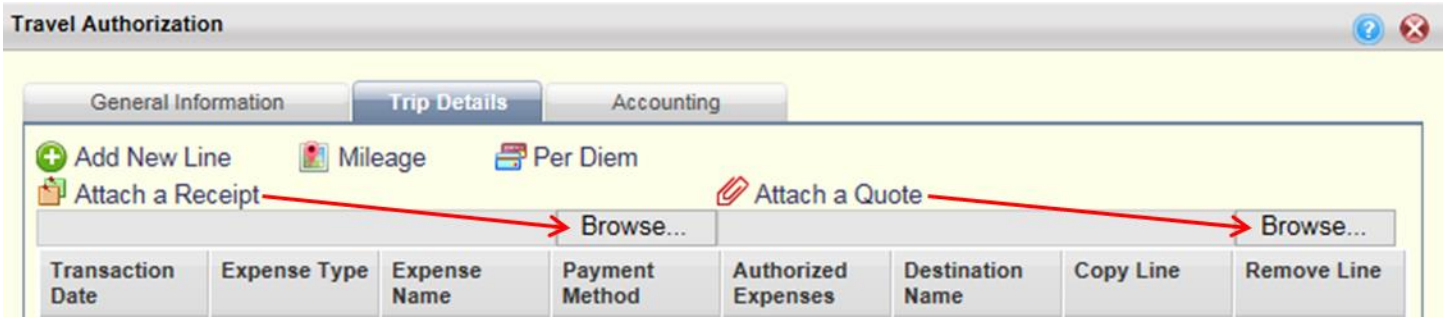
1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.
2. *Claimed Amount.* Click into the *Claimed Amount* field to enter the anticipated lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

H. **Repeat** Step G and for each lodging line. When all lines are complete, proceed to Step I.

I. **Click** *Calculate Per Diem* to save the values.

J. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document that has been created from a completed Travel Authorization.

K. **Attach** the Quote and/or Brochure. To attach a Quote or Brochure, you would click the Browse button underneath Attach a Quote line in the Trip Details Tab. See below:

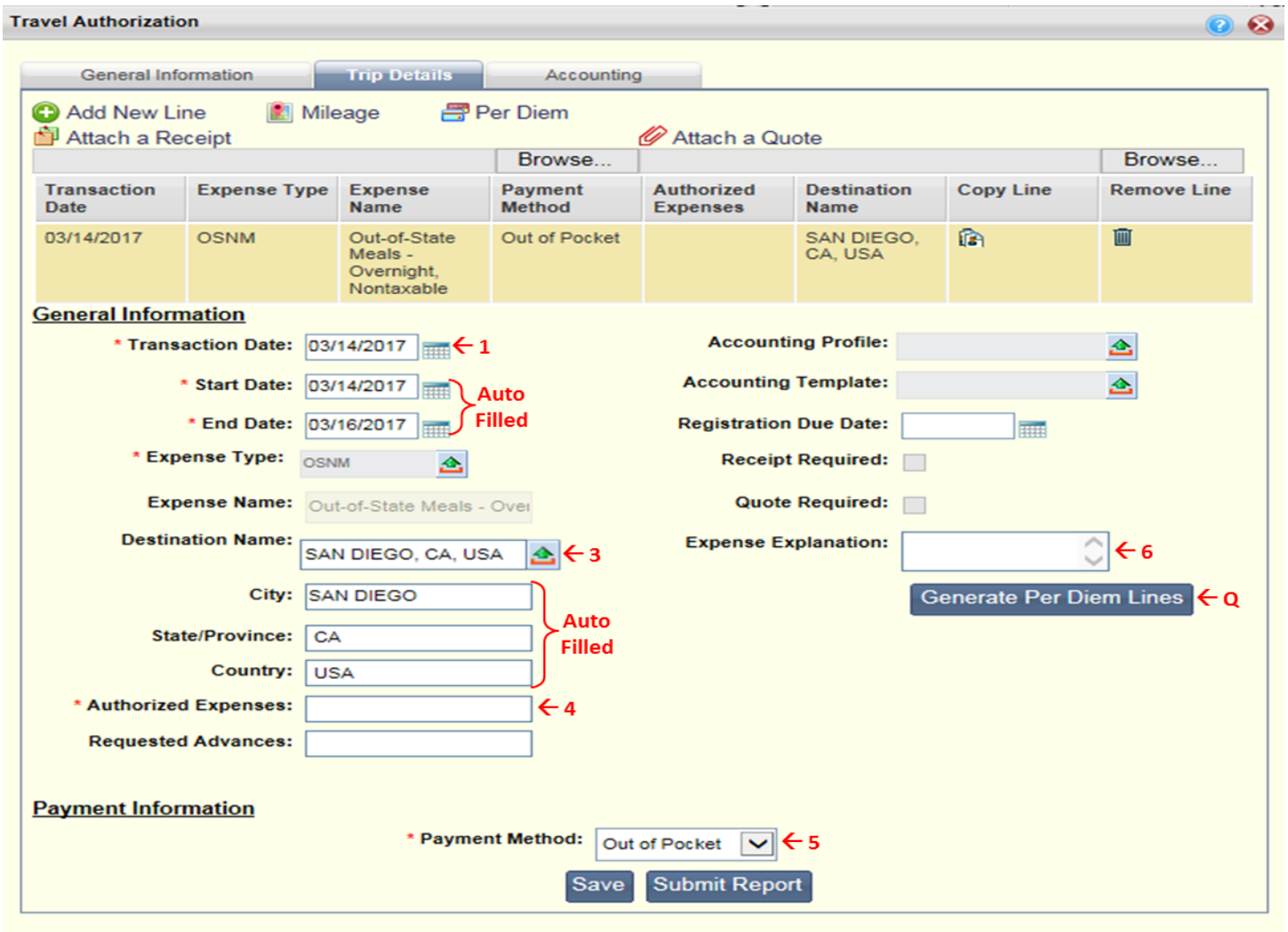


L. **Click** *Save*.

Procedure: Entering Meals with an Overnight Stay

Meals and Incidentals are entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Generate Per Diem lines to create each day's meals and incidentals detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

M. You are at the Trip Details screen.



N. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

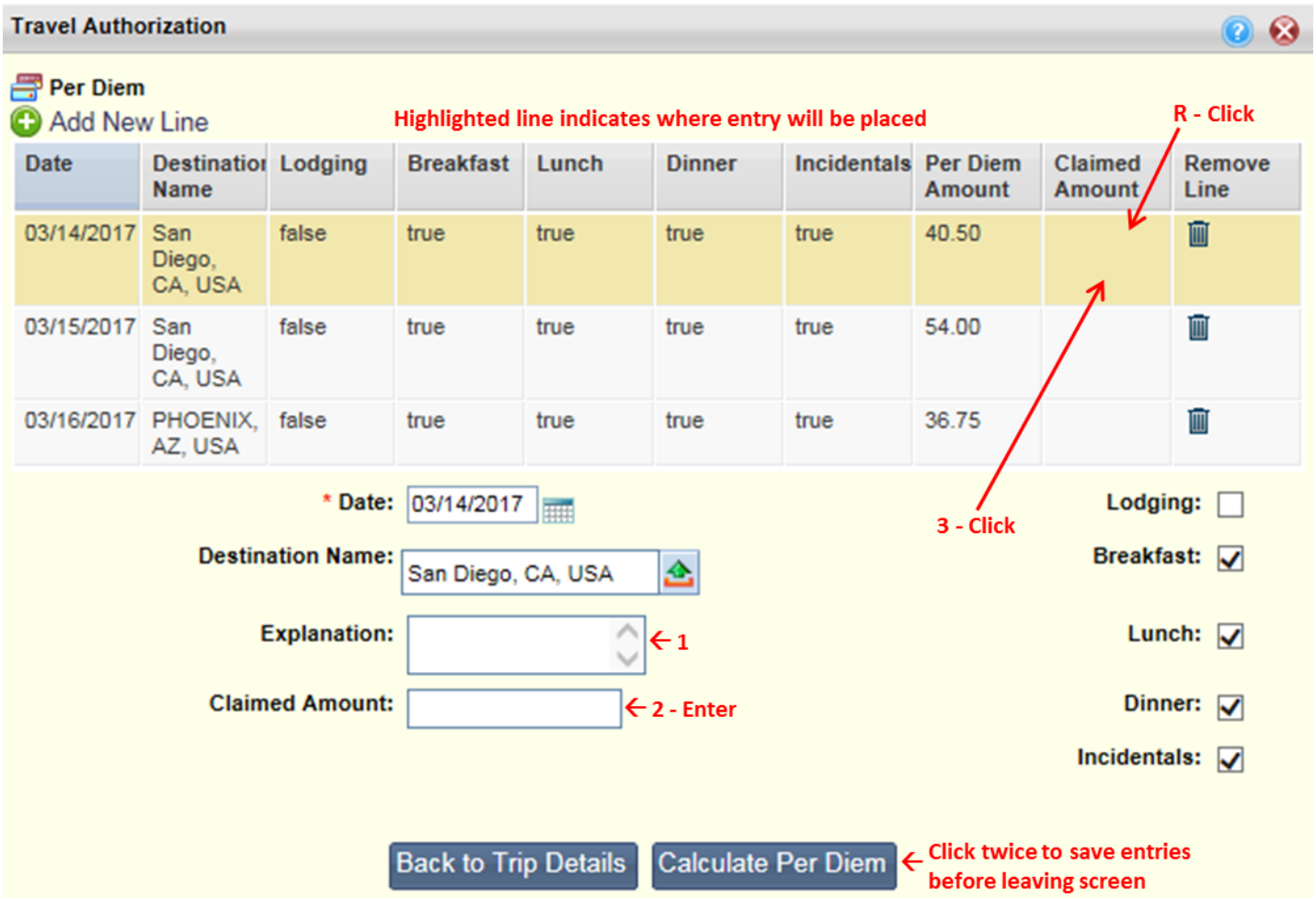
O. **Enter** the trip detail information

1. *Transaction Date***.** Use the date picker to select the day of the transaction. It is recommended that you the date of the first day of the trip.
2. *Start* and *End* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen.
3. *Expense Type*. Select the meal expense type appropriate for your trip. For example:
   - ISNM – In-State Meals - Overnight, Nontaxable
   - OSNM – Out-of-State Meals – Overnight - Meals with Overnight Stay
   - OCNM – Out-of-Country Meals – Nontaxable - Meals with Overnight Stay
4. *Authorized Expenses*. This field will automatically populate when the Per Diem amounts are entered and saved on the Per Diem screen.
5. *Payment Method*. Select the payment method. This will be Out of Pocket.
6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required.

P. **Click** *Save*.

Q. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for meals and incidentals and the maximum allowable reimbursement on each day of the trip will already be populated.

R. **Select** the line you wish to work with.



S. Enter the meal and incidentals information:

1. *Expense Explanation*. Enter information about any incidentals being claimed. The field is optional.
2. *Claimed Amount.* Click the highlighted line and move the mouse down to enter the anticipated meal expenses on the *Claimed Amount* field below. Note: The travel system will not allow the Claimed Amount to be over the Per Diem Amount.
3. **Click** the highlighted line again to save the entry.

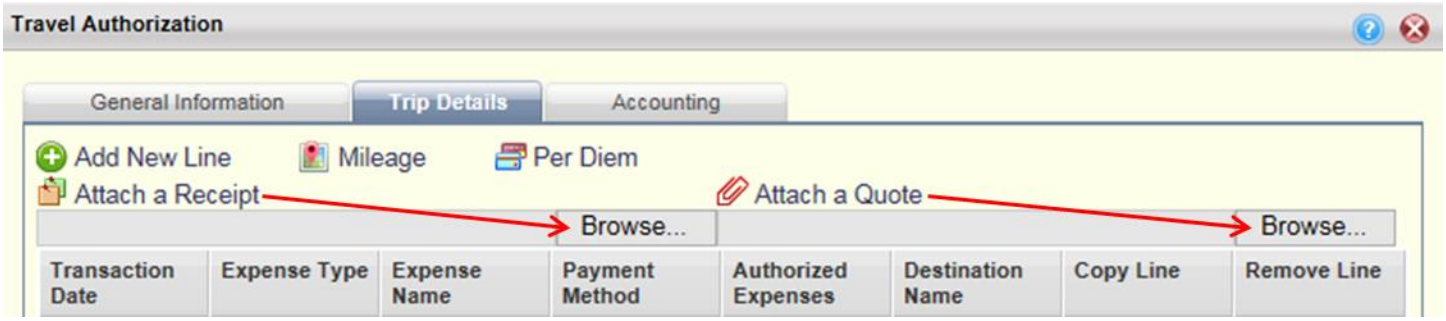
T. **Repeat** steps S for each day's meals.

U. **Click** *Calculate Per Diem* to save the information.

V. **Click** *Back to Trip Details*.

W. **Click** *Save.*

X. **Attach** quotes for any expenses that require them. There is a check box on the Trip Details for each expense entered on the Travel Authorization that indicates whether a quote or receipt is required for that expense. To attach a Quote, you would click the Browse button underneath Attach a Quote and choose from a saved file designated by you the traveler. See below:



Y. **Click** *Save*.

Z. **Click** *Submit* to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

Procedure: Modifying an existing Travel Authorization

You can save an authorization in progress and come back to modify it later. You might also need to modify an authorization when the document has been rejected by an up-line reviewer or approver. In both cases, the authorization will appear on the Draft tab in the Travel Authorization widget of the Travel Hub. If a change is needed:

A. **Log in** to the Travel Hub

B. **Click** the *Travel and Expense* tab.

C. **Click** the *Draft Authorizations* tab.

D. **Find** the Authorization you wish to modify.

E. **Click** the *Modify* icon (pencil icon to the right of the Trip Name).

F. **Edit** the Authorization as needed.

G. **Click** *Save*

H. **Click** *Submit* to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

Procedure: Viewing Submitted or Approved Authorizations

A. **Log in** to the Travel Hub

B. **Click** the *Travel and Expense* tab.

C. **Click** the *Submitted Authorizations* tab to view authorizations that you have submitted that are still in the approval process.

D. **Click** the *Approved Authorizations* to view authorizations that have been approved through the approval process.

Procedure: Creating and Expense Report from an Approved Authorization

A. **Log in** to the Travel Hub

B. **Click** the *Travel and Expense* tab.

C. **Click** the *Approved Authorizations* to view authorizations that have been approved through the approval process.

D. **Locate** the approved authorization for which you want to create an expense report and click on the "Create Expense Report" icon. The Expense Report will be pre-populated with the information you entered on the Travel Authorization.